

**U.S. Office of Personnel Management
WASHINGTON SERVICE CENTER
VACANCY ANNOUNCEMENT**

Vacancy announcement number: WA-GA-00-101124

Opening Date: 07/27/2000 **Closing Date:** INDEFINITE

FILING DEADLINE: This announcement will remain open indefinitely. A list of eligibles will be issued periodically upon request by the Department of Veterans Affairs, Office of Inspector General.

Position: AUDITOR, GS-0511-09

Full Performance Level: GS-12

Number of Positions: Multiple

Salary: Atlanta, GA	\$34,860 - \$45,315
Bedford/Boston, MA	\$35,851 - \$46,606
Chicago, IL	\$36,100 - \$46,927
Dallas, TX	\$35,161 - \$45,707
Kansas City, MO	\$34,783 - \$45,214
Los Angeles, CA	\$36,512 - \$47,462
Philadelphia, PA	\$35,472 - \$46,111
Seattle, WA	\$35,359 - \$45,963
Washington, DC	\$35,617 - \$45,900*

***May Include Authorized Special Salary Rate for Accountants/Auditors**

THESE ARE PERMANENT POSITIONS.

NOTE:

A RECRUITMENT BONUS OF 10% OF BASIC PAY WILL BE PAID TO APPLICANTS SELECTED UNDER THIS ANNOUNCEMENT.

LIMITED RELOCATION EXPENSES FOR PERSONS SELECTED ARE AUTHORIZED. ONLY THE FOLLOWING WILL BE REIMBURSED:

- TRANSPORTATION OF EMPLOYEE AND FAMILY
- MILEAGE IF PRIVATELY-OWNED VEHICLE IS USED FOR TRAVEL
- SHIPMENT AND TEMPORARY STORAGE OF HOUSEHOLD EFFECTS

Duty Locations: Atlanta, GA
Bedford/Boston, MA
Chicago, IL
Dallas, TX
Kansas City, MO
Los Angeles, CA

Philadelphia, PA
Seattle, WA
Washington, DC

Employing Agency: Department of Veterans Affairs
Office of Inspector General
Office of Audit
Audit Operations Division

Applications will be accepted from: All Sources

MAJOR DUTIES: The incumbent serves as an Auditor and member of an audit team that performs a wide range of assignments including financial, compliance, functional, and program audits. The auditor prepares and performs analyses and evaluations assessing the effectiveness and efficiency of operations and programs at VA field locations and Central Office. Reviews financial processes and systems assessing compliance with laws, regulations, policies and procedures; conducts studies and reviews to assess the adequacy of internal control systems to achieve established objectives and to prevent or deter fraud, waste and mismanagement; reviews accounting, financial and statistical data systems to render an opinion on the reasonableness and accuracy of financial statements to determine the adequacy of account and control systems in recording and reporting transactions; and surveys functions, programs and activities in assigned areas to determine the operational nature of the audit topic. The incumbent also plans and prepares components of audit programs and recommends the auditing procedures to be used, such as statistical sampling and automated data processing techniques. Makes oral and written presentation to audit supervisors describing findings, conclusions, and corrective action to improve operations and reduce costs; and prepares audit working papers and briefing materials supporting audit conclusions in accordance with OIG policies and procedures.

QUALIFICATION REQUIREMENTS:

All qualifications and time-in-grade requirements must be met within 30 calendar days after the closing date of this announcement except for applicants who expect to complete qualifying education within 9 months from the date of application.

Basic Requirements For All Auditor Positions:

- A. **Education:** A degree in accounting, auditing or a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR

- B. **Combination of education and experience:** At least 4 years of experience in accounting, auditing or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Your background must also include **one** of the following:
1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semesters hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

SPECIAL NOTE: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to meet this provision.

EXPERIENCE: To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by 48 - the required number of months of experience.

EDUCATION: If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction $\frac{2}{3}$. To compute your percentage of education, take the number of undergraduate-level semester hours you completed and divide it by the number of semester hours required by your school for four academic years of full-time undergraduate study or by 120 if you cannot determine the number of semester hours required by your school.

Crediting Accounting Technician Experience: Experience gained in an accounting technician position may be used to meet the 4-year experience requirement if you meet the 24 semester-hour accounting course work requirement. Qualifying accounting technician experience includes at least one year at the GS-5 or higher level and demonstrates the potential for competent performance in a variety of types of professional accounting and auditing positions.

QUALIFICATION REQUIREMENTS FOR GS-9 AUDITORS: In addition to the basic qualifications stated above, your experience and/or education must also include either A, B or C below:

- A. One year of specialized experience as an auditor or a closely related field equivalent to the GS-07 grade level in Federal service. This experience must demonstrate an awareness of Federal Government organization and structure; knowledge of theories, principles and functions of organization and management; technical knowledge of financial, accounting and statistical sampling theories, principles and practices required to conduct complex audits; skill in developing or modifying techniques to resolve a variety of auditing problems; and a working knowledge of accounting procedures, regulations and laws pertaining to Federal Government projects and programs.
- B. Two full years (36 semester hours or 54 quarter hours) of progressively higher level graduate education or master's or equivalent graduate degree in accounting, auditing or a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.
- C. A combination of education and specialized experience. (Refer to the instructions below on how to combine education and experience.)

COMBINATION OF EDUCATION AND EXPERIENCE:

To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentage of education and experience must equal at least 100% in order to qualify. If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction $\frac{2}{3}$. For GS-09: To calculate your percentage of graduate education, divide the number of graduate semester hours by 36.

Only graduate level education in excess of the amount required for the next lower grade level (1 year) may be combined with experience. For example, an applicant with 6 months of appropriate experience equivalent to GS-7 (50 percent of the experience requirement for GS-9) and 27 semester hours of appropriate graduate education (50 percent of the education requirement for

GS-9, in excess of that required for GS-7) would be qualified for a GS-9 position.

KNOWLEDGE, SKILLS, AND ABILITIES (RATING FACTORS):

Applicants should provide clear, concise written examples that show level of accomplishment or degree to which they possess each of the following KSAs.

1. Basic knowledge of modern auditing principles, practices, procedures and standards and/or management theories and practices.
2. Ability to gather sufficient, competent or relevant evidence, to analyze problems, and to document and develop resolutions for these problems.
3. Ability to conduct or assist in the conduct of segments of economy and efficiency, program results, and financial and compliance audits or reviews of agency facilities, programs policies or procedures.
4. Ability to communicate effectively both orally and in writing.
5. Ability to work harmoniously with others in a team environment and to deal effectively with client personnel.

OTHER INFORMATION:

More than one position may be filled from this announcement if identical vacancies occur within 90 days from the date of issuance of the certificate. Applicants will receive consideration without regard to non-merit reasons.

You must be a United States citizen to apply.

To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Position is excluded from the AFGE Bargaining Unit.

Position has promotion potential to the GS-12 level.

Federal employees eligible for transfer or reinstatement, or persons eligible for non-competitive appointment (VRA, severely physically handicap, etc.) can submit applications. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

CONDITIONS OF EMPLOYMENT

Appointees will be subject to a suitability determination.

Requires a Background Investigation.

Subject to geographic mobility.

Subject to financial disclosure.

New appointees may be subject to a probationary period.

Non Department of Veterans Affairs appointees may be subject to drug testing prior to appointment.

BASIS FOR RATING: Ratings will be based on responses to the occupational questions in this document. Please follow all instructions carefully. Errors or omissions may affect your score. Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans' preference.

PLEASE NOTE: If a determination is made that you have rated yourself higher than is apparent in your description of experience and/or education OR that your application is incomplete the following process will take place.

After a review of all the experience and training, a single best level reflecting the KSAs of the rating schedule (70, 80, or 90) will be assigned for your total experience including education and/or training. Points for veterans' preference will be added to the basic rating of 70, 80, or 90.

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN - CTAP - AND INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN - ICTAP)

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well qualified if they receive a score of 90 or above. candidate).

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

Period of Eligibility

Your eligibility begins and ends on the dates shown on the front of your Notice. It is important that you keep a copy of the Notice. You will receive employment consideration through the end of the month in which your eligibility expires unless you have accepted a Federal job. To extend your eligibility period, send your Notice along with a written request to the address listed below. We must receive this request during the 60 days before the date your eligibility ends.

HOW TO APPLY

FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS POSITION. Your application materials will not be returned. Do not submit original documents that you may need in the future.

STEP ONE - Respond to the questions outlined below by completing the form on the USAJOBS web site. You may also file by phone by dialing **1-912-757-3135** (long distance charges may apply), or by completing a Qualifications and Availability Form C (OPM Form 1203-FX) and mail the form to:

U.S. Office of Personnel Management
Technology Support Center
ATTN: USA STAFFING
4685 Log Cabin Drive
Macon, GA 31204-6317

However you choose to apply, your resume and other supporting documentation, if any, may be faxed to 912-744-2049. Please include a note with your fax, which indicates how you have responded to the application questions (on the USAJOBS web site, by phone, or by using Form C). If you choose to mail your resume and other supporting documentation, please use the following address. **NOTE: Do not mail your Form C to this address. Use the address above if your are using this form.**

U.S. Office of Personnel Management
Washington Service Center - Macon Office
ATTN: Vacancy Announcement Number WA101124
4685 Log Cabin Drive
Macon, GA 31204-6317

To apply on the USAJOBS web site:

1. Connect to the USAJOBS web site at <http://www.usajobs.opm.gov>
2. Click on On-line Application from the USAJOBS logo or the text line below the logo
3. Scroll down the on-line application screen until the "Enter Vacancy ID" box appears

4. Enter Vacancy ID WA101124 and click on "Submit" to begin the on-line application
5. Enter Vacancy ID Number WA101124 in the first block
6. Follow the instructions below for the rest of the items

To apply by phone:

1. Dial **1-912-757-3135**
2. Listen and follow the instructions
3. Enter Vacancy ID 27101124
4. Enter your Social Security Number
5. Follow the instructions below for the rest of the items
6. Use standard responses: For yes, press 1. For no, press 2. To skip an item, press the # key.

To apply by Form C:

1. Complete and mail the Form C attached to this announcement

If a Form C is not attached to this announcement, you can print the form from any USAJOBS touch screen system or request the Form C by Phone.

2. Call USAJOBS by phone at 202-606-2700
3. After the introductory message, press 1 to begin
4. At the main menu, select 3 to request forms and 1 to begin recording
5. At the prompt, ask for Form C (OPM Form 1203-FX)
6. At the next prompt, record your name and address

Instructions for all application methods:

You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission. Enter your Social Security Number and Vacancy Identification Number. The Vacancy Identification Number for this announcement is WA101124.

1. Title of Job Applying For

Auditor

2. Biographic Data

All biographic information is required including your name and address.

3. E-Mail Address

Optional.

4. Work Information

Optional.

5. Employment Availability

Please indicate your availability for full time, part time, and temporary employment. Also indicate your availability for travel. In this section, also answer the following questions under Section E., questions 1 - 5.

1. Are you currently a permanent (non-temporary) competitive service employee of the Department of Veterans Affairs? (If your response is yes, you must submit a SF-50 that documents the response.)

A = Yes B = No

2. Are you currently a permanent (non-temporary) civilian competitive service employee of another Federal agency? (If your response is yes, you must submit a SF-50 that documents the response.)

A = Yes B = No

3. Are you a former civilian Federal employee who achieved career status in the competitive service? (If your response is yes, you must submit a SF-50 that documents the response.)

A = Yes B = No

4. Are you a former civilian Federal employee who served on a career-conditional appointment without achieving career status in the competitive service who was separated less than three years ago? (If your response is yes, you must submit a SF-50 that documents the response.)

A = Yes B = No

5. Are you a veteran without competitive civil service status and applying for consideration under merit promotion procedures as a preference eligible or a veteran who has been separated from the armed forces under honorable conditions after 3 years or more of continuous active service? NOTE: You may not request consideration under this authority if you are eligible for appointment under another non-competitive authority such as those listed above.

A = Yes B = No

6. Citizenship

A response to the citizenship question is required.

7. Background Information

Leave blank.

8. Other Information

Leave blank.

9. Languages

Optional.

10. Lowest Grade

Enter 09. A response to this question is required.

11. Miscellaneous Information

Optional.

12. Special Knowledge

Optional.

13. Test Location

Leave blank.

14. and 15. Veterans' Preference Claim

Enter your claim for Veterans' Preference. A response to this question is required. If you have military experience, be sure to include your dates of active duty military service in **Item 15.**

16. Availability Date

You may omit availability date if you can begin work immediately; otherwise, provide the date you will be available for employment.

17. Service Computation Date

Optional.

18. Other Date

Leave blank.

19. Job Preference

Leave blank.

20. Occupational Specialties

Enter 001 in Block 1.

21. Geographic Availability

Select only the duty locations for which you are actually available. If your name is referred to the agency for a duty location you selected, and you decline that location, your name may be removed from the register for all duty locations. At least one geographic location is required. The locations for these positions are:

0001	WASHINGTON, DC
0018	KANSAS CITY, MO
0019	ATLANTA, GA
0035	BEDFORD/BOSTON, MA
0037	CHICAGO, IL
0058	LOS ANGELES, CA
0067	DALLAS, TX
0083	PHILADELPHIA, PA
1482	SEATTLE, WA

22. Career Transition Assistance Plan

Indicate if you are requesting consideration for either the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP).

23. Job Related Experience

You may omit Job Related Experience.

24. Personal Background Information

A response for Personal Background Information is optional.

25. Occupational Questions

Respond to questions 1 through 40. Mark only one response for each question.

MINIMUM QUALIFICATIONS FOR ALL AUDITOR POSITIONS

1. Select the statement (letter) that best describes the experience you possess and demonstrates your ability to perform basic auditing work. If your highest level of experience does not meet the qualification requirements for the position, choose the description of the level of the experience that you fully possess that is most closely related to the job.
 - A. I earned a bachelor's degree or higher in Accounting.
 - B. I earned a bachelor's degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. (The 24 semester hours may include up to 6 hours of business law.)

C. I have a combination of college-level education and experience equivalent to at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training. My experience provided me with "professional" accounting and/or auditing knowledge **AND** my education included one of the following:

1. 24 semester hours of accounting and/or auditing courses. (The 24 semester hours may include up to 6 hours in business law.), **OR**
2. A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; **OR**
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours but does not fully satisfy the 24-semester-hour requirement for #1 above. I successfully worked at the full performance level in accounting or auditing, or a related field, e.g., valuation engineering or financial institution examining; **AND** I have provided written documentation from a panel of at least two higher level professional accountants or auditors attesting that I have demonstrated a good knowledge of accounting and/or auditing of related and underlying fields that equals in breadth, depth, currency, and level of advancement that is normally associated with successful completion of the 4-year course study described in #1; **AND** except for the requirement of 24 semester hours in accounting, my education, training, and experience fully meets the specified requirements.

D. I do not fully possess the amount or type of education and/or experience reflected in any of the above responses.

2. Select the statement (letter) that best describes the experience you possess and demonstrates your ability to perform GS-9 level Auditor work. If your highest level of experience does not meet the qualification requirements for the position, choose the description of the level of the experience that you fully possess that is most closely related to the job.

- A. I have been in an Auditor, GS-0511-7 position for at least one year.
- B. I have one year of specialized experience at the GS-7 grade level that provided the following: an awareness of Federal Government organization and structure; knowledge of theories, principles and functions of organization and management; technical knowledge of financial, accounting and statistical sampling theories, principles and practices required to conduct complex audits; skill in developing or modifying techniques to resolve a variety of auditing problems; and a working knowledge of accounting procedures, regulations and laws pertaining to Federal Government projects and programs.
- C. I have a master's or equivalent graduate degree or two full years of progressively higher-level graduate education leading to such a degree or LL.B., JD. in accounting or a related field.
- D. I have a combination of education and experience. I have more than one year but less than two years of graduate-level education of the type described in "C", and I have less than one year of the experience described in "B". (See the instructions in the vacancy announcement on how to combine education and experience.)
- E. My experience exceeds "A" or "B" above.
- F. I do not fully possess the amount or type of education and/or experience reflected in any of the above responses.

In this part, you will respond to questions about experiences you have had that are related to the requirements of these Auditor positions.

Answer all questions to the best of your ability. You may be asked to provide evidence or documentation that you have had this type of experience at a later stage in the selection process. Your responses are subject to verification through background checks, job interviews, or any other information obtained during the application process.

For each of the following tasks, choose the statement from the Level Descriptions below that best describes your experience and/or training in that task. Select only one letter for each task.

LEVEL DESCRIPTIONS

- A. I have not had education, training or experience in performing this task.
- B. I have had education or training in performing this task, but have not used it on the job.
- C. I have performed this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I am the person who is consulted by other workers to assist them because of my experience.

The following tasks demonstrate "Basic knowledge of modern auditing principles, practices, procedures and standards and/or management theories and practices."

- 3. Draft audit/evaluation suggestions including objectives, scope and techniques for audits/evaluations.
- 4. Execute audit plans, approaches, methods and areas of emphasis for organization programs or operations.
- 5. Research trends and patterns to develop new audit methods and techniques.
- 6. Utilize interviews, computer testing or random sampling to conduct audits/evaluations.
- 7. Audit personnel, programs or financial systems.
- 8. Perform audits/evaluations that result in cost savings or changes to systems and/or procedures.
- 9. Audit areas of functions to estimate the future impact of proposals and actions.
- 10. Evaluate the condition and adequacy of record keeping systems.
- 11. Evaluate the organizational structure of programs to ensure their compliance with Government auditing standards.
- 12. Direct lower grade auditors in conducting audits/evaluations.

13. Review records, reports, statistics, correspondence files, methods, procedures, internal evaluations and past audit reports to prepare for audits.

The following tasks demonstrate "Ability to gather sufficient, competent or relevant evidence, to analyze problems, and to document and develop resolutions for these problems."

14. Analyze audit issues to develop findings.
15. Analyze audit issues to determine their impact on the organization being audited/evaluated.
16. Analyze policies, functions, procedures, internal controls and accounting systems of organizations or activities.
17. Interpret and apply program, policies, and regulations.
18. Make recommendations concerning audit issues.
19. Determine data needs and methodologies for gathering.
20. Analyze policies, functions, procedures, internal controls and accounting systems of organizations or activities for compliance and effectiveness.
21. Analyze the validity and propriety of obligations and expenditures.
22. Analyze the estimating and cost accounting systems of contractors and grantees.

The following tasks demonstrate "Ability to conduct or assist in the conduct of segments of economy and efficiency, program results, and financial and compliance audits or reviews of agency facilities, programs, policies or procedures."

23. Analyze audit issues to develop findings.
24. Analyze audit issues to determine their impact on the organization being audited/evaluated.
25. Analyze policies, functions, procedures, internal controls and accounting systems of organizations or activities.
26. Interpret and apply program, policies and regulations.
27. Make recommendations concerning audit issues.
28. Determine data needs and methodologies for gathering.

29. Analyze policies, functions, procedures, internal controls and accounting systems of organizations or activities for compliance and effectiveness.

The following tasks demonstrate "Ability to communicate effectively both orally and in writing."

30. Prepare written reports of audit findings and recommendations.
31. Prepare written audit guidelines and procedures.
32. Prepare audit reports and related analytical statements for use in discussing audit findings with officials of audited sites.
33. Prepare fiscal operating reports and source documents.
34. Develop an auditing guide.
35. Participate in the development of audit operating procedures.

The following tasks demonstrate "Ability to work harmoniously with others in a team environment and to deal effectively with client personnel."

36. Participate in entrance and exit conferences with officials from organizations being audited/evaluated.
37. Discuss and resolve differences of opinion to obtain maximum cooperation and minimize friction.
38. Explain audit/review results and potential courses of action with team members and officials from organizations being audited/evaluated.
39. Explain and defend audit positions to audit supervisors.
40. Participate in the implementation of audit procedures

If you completed an on-line application, you will know that it was successfully transmitted when you receive the following message:

"Thank you. Your on-line application for **WA101124** has been received. Please be sure to review the How to Apply information on the vacancy announcement for this position to see if additional application steps are required. Once you have submitted your complete application, you can usually expect to receive a Notice of Results in about 4 - 8 weeks. We are sorry, but we

are unable to respond to requests to verify receipt of individual applications at the USAJOBS web site."

IF THE SYSTEM DOES NOT DISPLAY THE ABOVE STATEMENT, YOUR ON-LINE APPLICATION WAS NOT SUCCESSFULLY TRANSMITTED AND YOU MUST TRY AGAIN.

After successful transmission, attach to the front of your application a note stating that you filed an on-line application and the system indicated your on-line submission was successful.

STEP TWO - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. Be sure you provide all of the information requested below:

Job Information:

- Vacancy Identification Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.
- **NOTE: APPLICANTS FOR THIS POSITION ARE REQUIRED TO MEET SPECIFIC EDUCATION REQUIREMENTS, AND THEY MUST SUBMIT THEIR COLLEGE TRANSCRIPT(S) ALONG WITH THEIR APPLICATION. SEE SECTION ON BASIC REQUIREMENTS FOR GS-511, AUDITOR POSITIONS.**

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.

- Indicate if your current supervisor may be contacted.
- Other Qualifications:
- Job-related training courses (title and year).
 - Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
 - Job-related certificates and licenses.
 - Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

STEP THREE - Submit other application materials, as necessary.

- If you are using education to qualify, submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Percent or More Disabled Veteran Appointment, Veterans Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, or Former Peace Corps Appointment.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as: DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

ADDRESS FOR SUBMITTING APPLICATION MATERIALS OTHER THAN FORM C:
Application packages should be mailed to:

U.S. Office of Personnel Management
Washington Service Center - Macon Office
ATTN: Vacancy Announcement Number WA-GA-00-101124
4685 Log Cabin Drive
Macon, GA 31204-6317

In accordance with restrictions and penalties in 18 U.S.C. Section 1719, applications will not be accepted when sent in government postage-paid envelopes. Neither will applications be accepted if sent via FEDEX if paid by government account.

Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact this OPM service center. If you need accommodation during the hiring process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.